

CalJOBS Help Sheet 11 Creating a Closure in CalJOBS

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How to Create a Closure in CalJOBS

This section provides a step by step guide on how to create a closure in CalJOBS. It also includes information about when to create a closure and its effects.

Closures are to be created when an agency is done providing services for a participant. It is important to note that a closure of a participant is NOT the same as an exit. When a closure for a participant is completed, it will take 90 days for them to receive a soft exit from the system. In those 90 days, a closure can be deleted if the participant decides that they want to stay with the agency. A data change request must be submitted to CalJOBS Tech Support for all closure deletions. A participant can also expand this 90 day period by using the CalJOBS website for self-service activities (i.e. looking for a job or creating a résumé'). After 90 days from when the closure is created, the participant will receive a soft exit from the system.

Creating a Closure:

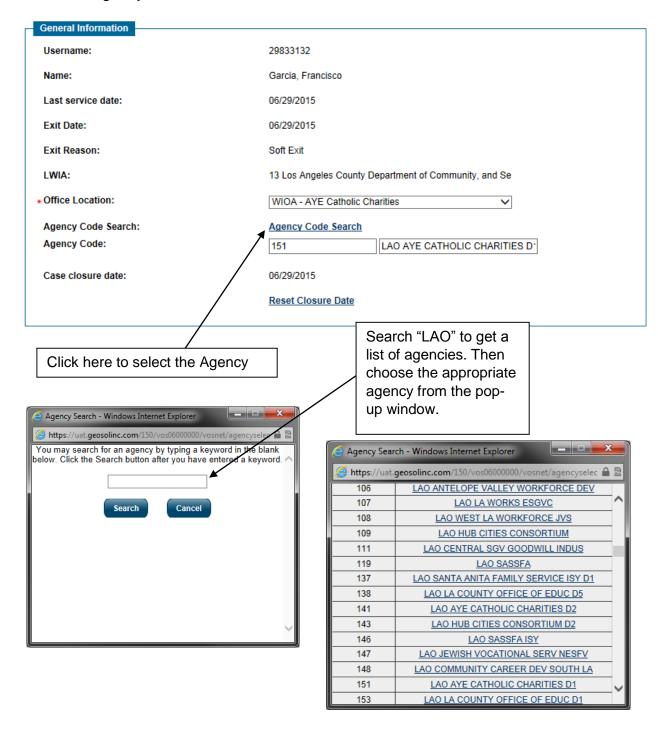
- After accessing the participant's case, expand the WIOA application by clicking on the (+) located to the left of the application. Then, click the new (+) that appears to further expand the WIOA application. Finally click on the "Create Closure" link.
 - * Before a closure can be created, *all* activities must be closed. A closure CANNOT be created if an activity is still open.



2. Enter the necessary information as indicated on the form

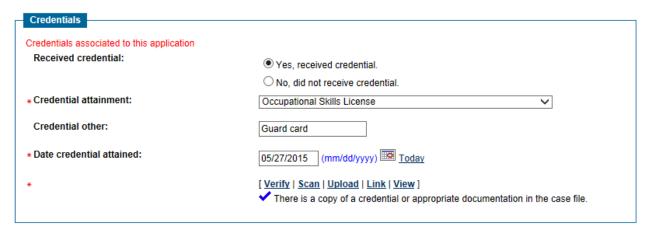
General Information

Complete the General Information section by selecting an office location and agency code.



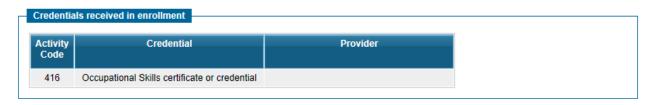
b. Credentials

If the participant received any credentials (i.e. High School Diploma/GED, BS Degree), add it to the Credentials section.



c. Credentials received in enrollment

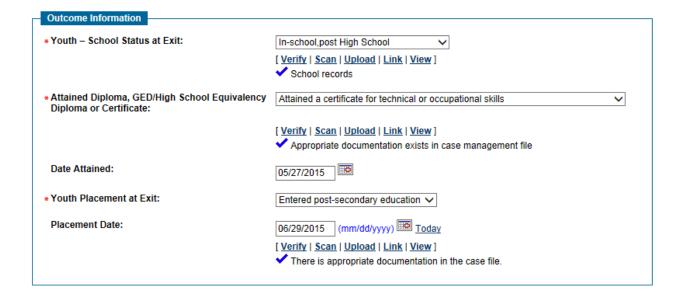
The following section will automatically populate based on previously provided information.



d. Outcome Information

In the Outcome Information section, complete the appropriate fields that correspond with the participant's certificates and degrees. Appropriate documentation will need to be uploaded where required.

*This section will only appear for youth participants' closure reports.



e. Employment Information

Fill in the **Entered Employment** field. If the participant found a job, click the "Add Employer" button.



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After clicking the "Add Employer" button, an Add/Edit Employer section will appear, with two subsections: Employer Information and Job Information.

Complete the appropriate fields and click the save button to add this employer.

*Make sure that the **Occupation Code** field matches with the participant's training activity code if the participant found a job in a training related field. The first six digits of the occupation code must match to populate "Yes" in the "Is this considered Training Related Employment?" field.

	ent History Select from Internal Job Order/Placement
Employer Name:	
Verify Employer Name:	[Verify Scan Upload Link View]
Address Line 1:	
Address Line 2:	
• City:	
State:	None Selected V
County:	V
-	
• Zipcode:	
Find Zip Code: Country:	[USPS]
Industry Title (NAICS):	None Selected [Search for Industry NAICS Code]
Industry NAICS Code:	Search for industry hales code
Industry NAICS Description:	
Primary Employer Contact Name:	
Primary Employer Contact Phone Number:	
Primary Employer Contact Email:	
is this employer a federal contractor?	OYes O No
Job Information	
* Job Title:	
Occupation:	Select Occupation
	Select Occupation
▶ Is this a green job?	○ Yes ○ No
+ Hours Worked:	
Hourly Wage:	
Job Start Date:	III
Job End Date:	Currently Employed
Reason for Leaving:	None Selected ✓
Job Dutles (2500 characters max):	
Some HTML tags such as embedded videos are not	allowed in this text box and will not be saved.
	Ŷ
[Spell Check Insert Occupational Description	
Primary Employer (WIOA only):	○ Yes ○ No
Receiving Fringe Benefits:	○Yes ○ No
Job Covered by Unemployment Compensation:	○ Yes ○ No
is this considered Non-Traditional Employment?	None Selected 🗸
is this considered Training Related Employment?	None Selected V

f. Staff Information

Complete the Staff Information section with the current case manager's information. You may assign or remove case managers for the participant by clicking the "Assign Case Manager" or "Remove Case Manager Assignment" buttons. Case Notes can also be added by clicking the "Add a new Case Note" button. When finished with this section and all other sections, click the Save button to finish the Closure.

